



Office Assistant I/II

Hourly Rate:
I-Level \$11.24
II-Level \$12.29



Official County Applications Available at: www.co.yuba.ca.us
[View Class Specifications on the Personnel homepage for additional information.](#)

Final Filing Deadline:
Apply By 5:00 PM February 8, 2010

The County of Yuba is currently recruiting for the position of **Office Assistant I/II—Extra Help** in the Health and Human Services Department. **Extra Help Appointments are limited to 1000 hours per fiscal year.**

Office Assistant I is the entry level for the office support series. Initially under immediate supervision, incumbents learn job tasks and progress to more general supervision as procedures and processes of assigned area of responsibility are learned.

Office Assistant II is the journey level class in this series, fully competent to independently perform a variety of responsible office support duties.

This position is responsible for performing a variety of office support duties such as typing correspondence, reports, forms and specialized documents related to the organizational unit to which assigned; proofreading and checking typed and other materials for accuracy, compliance with departmental policies, and grammar, punctuation, and spelling; entering, editing and retrieving data and preparing periodic and special reports; acting as receptionist; maintaining records and processing forms; establishing and maintaining office files; researching and compiling information; operating standard office equipment, including computers, facsimile equipment, telephone, and scanners; and processing and distributing incoming and outgoing mail for the department.

Examples of knowledge, skills and abilities required for successful performance:

- Knowledge of basic office practices and procedures; basic record keeping practices; basic computer applications related to the work; and techniques for dealing with the public, in person and over the telephone.
- Skill in understanding and following oral and written directions; maintaining accurate office files; composing correspondence; meeting critical time deadlines; and establishing and maintaining effective working relationships.

EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications Personnel reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

I-Level Minimum: Graduation from high school and have some demonstrated office work experience.

II-Level Minimum: In addition to the I-Level minimum requirements, one year of general clerical or office assistant experience at a level equivalent to the County's class of Office Assistant I.

Special Requirements: Ability to obtain a valid CA Class C driver's license within ten (10) days of employment. May drive a motor vehicle to attend meetings and visit work sites.

Working Conditions: Generally a typical office environment.

APPLICATION / SELECTION PROCEDURES:

TO APPLY FOR OFFICE ASSISTANT I/II:

Submit an official Yuba County employment application, copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports to County of Yuba – Personnel/Risk Management Department, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at www.co.yuba.ca.us or at the Personnel/Risk Management Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtaining information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/Search.asp>.**

(Continued, please see back page)

THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

Submit Completed Official County Applications to:
Personnel/Risk Management Department, 915 Eighth Street, Suite 113, Marysville, CA 95901

APPLICATION/SELECTION PROCEDURES (Continued)

APPLICATION SCREENING:

To begin the hiring process an applicant must submit a completed County application prior to the final filing deadline. While Extra Help applications are continuously accepted for all classifications, applications received after a filing deadline may not be received in time for consideration for a specific need. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. All applicants participating in an extra-help recruitment will be given written notice regarding the status of their application. Please refer to the Employment Application Instructions, which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

MINIMUM QUALIFICATIONS:

All applicants must clearly demonstrate he/she meets the minimum qualifications, by the final filing deadline, to be considered in the selection process.

EDUCATION AND EXPERIENCE:

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

DEPARTMENTAL REVIEW/INTERVIEW:

Extra Help applicants may or may not be invited to participate in a formal interview process. The appointing department may at its discretion decide to conduct phone interviews or formal interviews and is not required to contact each applicant referred. If applicable, the Treasurer/Tax Collectors Office will contact the applicant regarding the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

CONDITION OF EMPLOYMENT

All appointments to a extra-help position are contingent upon successful completion of the following items:

BACKGROUND INVESTIGATION:

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

PSYCHOLOGICAL EXAMINATION:

Certain positions may be required to undergo a psychological examination. Applicant(s) that successfully complete the background investigation will be required to undergo psychological exams and meet with a designated psychologist to determine his/her suitability for the position.

PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:

Selected applicant(s) that successfully complete the background investigation and psychological exam (if needed) are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

IMMIGRATION REFORM AND CONTROL ACT OF 1986:

Selected applicant(s) are required to submit documents verifying the applicant's identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

LICENSING AND CERTIFICATIONS:

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s), at the time of appointment. Likewise, certain positions are required to obtain such items within an established timeframe or subject to dismissal.

THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

Note: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.
